

Print Preview/ Print

Preview the Document Before Printing:

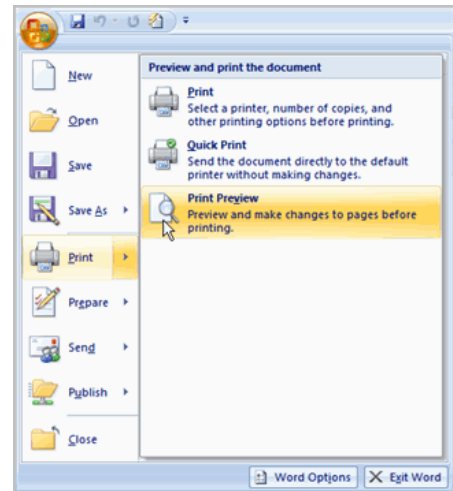
Click the **Microsoft Office Button**.

Select **Print** → **Print Preview**. The document opens in Print Preview format.

Click **Print** to print the document or **Close Print Preview** to exit the preview format and make changes to the document.

In **Print Preview format**, you can do many tasks including:

- Modify the margins
- Change page orientation
- Change the page size
- Zoom in and out to view various parts of the document
- View multiple pages
- Access Word Options to change many Word settings



Print Document:

Click the Microsoft Office Button.

Select **Print** → **Print**. The Print dialog box appears.

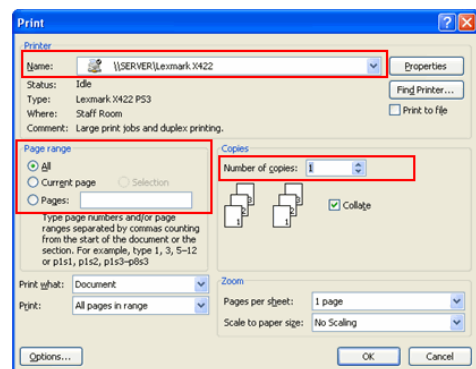
Select the pages you would like to print -- either **all pages** or a **range** of pages.

Select the **number of copies**.

Check the **Collate** box if you are printing multiple copies of a multi-page document.

Select a printer from the drop-down list.

Click OK.



Print via Quick Print:

Click the Microsoft Office Button.

Select **Print** → **Quick Print**.

The document automatically prints to the default printer.